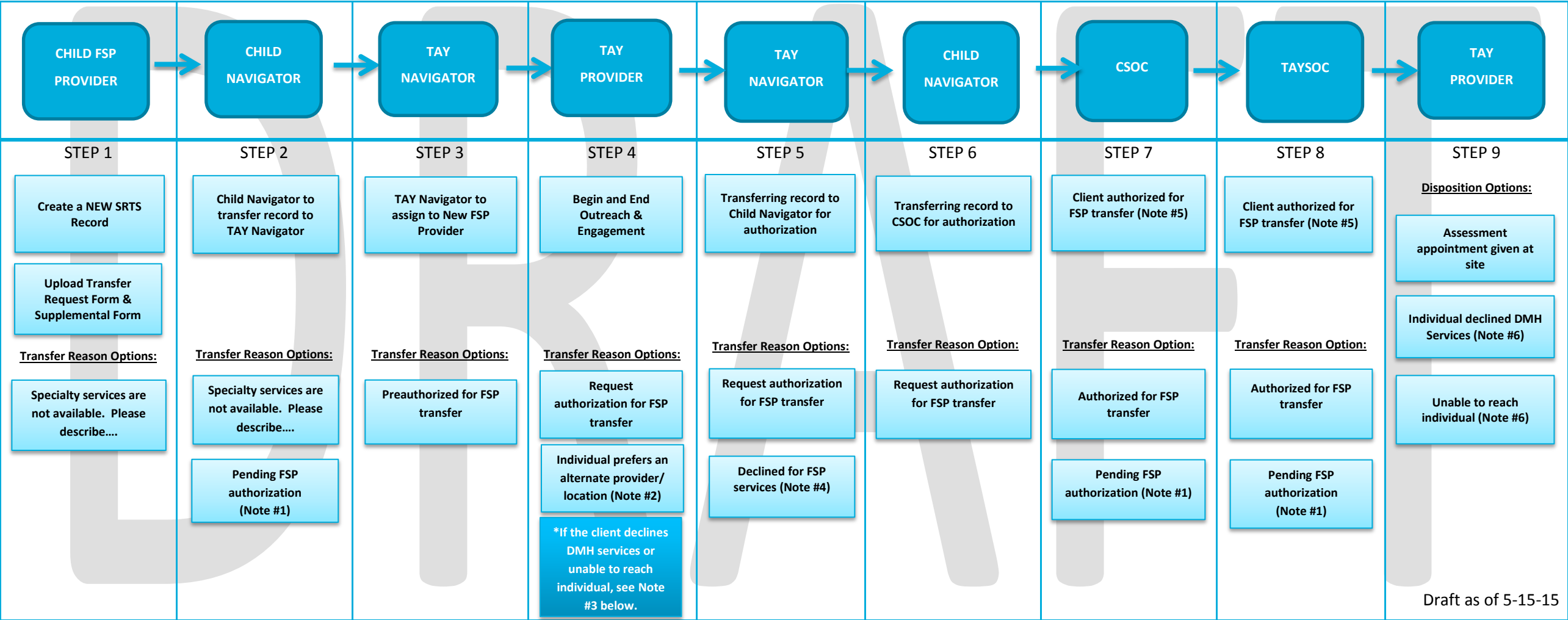


AUTHORIZATION SRTS WORKFLOW CHILD FSP: Transfer from Child FSP to TAY FSP



Note #1: If the Navigator, CSOC or TAYSOC need additional information to determine approval for FSP, they can transfer the record back to the FSP provider with the transfer reason of **“Client pending FSP authorization”**. The Provider then:

- Provides the Navigator the needed information and requests FSP authorization (Step 4); or
- Informs the Navigator if client declined FSP services (see Note #3)

Note #2: If the client prefers another provider/location, transfer back to the TAY Navigator for linkage.

Note #3: If the client declines DMH services or unable to reach individual (discuss referral with navigator) then transfer back to TAY Navigator, then Child Navigator, then Child FSP Provider to start Disenrollment from original authorized record.

Note #4: If a request for authorization is declined, TAY Navigator will discuss linkage with FSP Provider.

Note #5: TAYSOC will inform CSOC, TAY Navigator and new FSP Provider of successful authorization via email. CSOC will then notify Child SA Navigator and Child FSP Provider of successful linkage of services via email.

Note #6: If the FSP Provider selects anything other than **“Assessment appointment given at site”** as a disposition, they must notify TAYSOC and CSOC.

**Only for Navigators that oversee both Child and TAY FSP, Step 2 & 3 will be merged into one as well as Step 5 & 6. Please choose the appropriate Transfer Options when necessary.*